



Amendment No. 5  
to  
Agreement No. CT 4700 20051500675  
for  
Social Services  
between  
**AUSTIN PUBLIC EDUCATION FOUNDATION**  
**DBA**  
**AUSTIN ED FUND**  
and the  
**CITY OF AUSTIN**

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **Three Million Nine Hundred Thousand dollars (\$3,900,000)**. The total Agreement amount is recapped below:

| Term  | Agreement Change Amount | Total Agreement Amount |
|---|-------------------------|------------------------|
| Basic Term: (May 21, 2020 – Aug. 31, 2020)  | n/a                     | \$ 1,319,350           |
| Amendment No. 1: Extend Agreement to 9/15/2020 and Add Funds to Agreement (May 21, 2020 - Sept. 15, 2020) | \$1,000,000             | \$ 2,319,350           |
| Amendment No. 2: Extend Agreement to 9/15/2020 and Add Funds to Agreement (May 21, 2020 – Dec 30, 2020)   | \$369,728               | \$2,689,078            |
| Amendment No. 3: Add Funds to Agreement   | \$600,000               | \$3,289,078            |
| Amendment No. 3: Add Funds to Agreement   | \$900,000               | \$4,189,078            |
| Amendment No. 5: Extend Agreement to 9/30/2021 and Add Funds to Agreement (May 21, 2020 - Sept. 30, 2021) | \$3,900,000             | \$8,089,078            |

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

**Exhibit A.1 -- Program Work Statement** is deleted in its entirety and replaced with a new **Exhibit A.1 -- Program Work Statement** [Revised 12/29/2020]

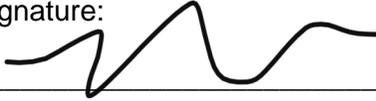
- 4.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

5.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

**GRANTEE**

Signature:



\_\_\_\_\_  
AUSTIN PUBLIC EDUCATION  
FOUNDATION DBA Austin ED FUND  
Michelle Wallis, Executive Director  
4000 S. IH 35 Frontage Road  
Austin, TX 78704

Date: 12/30/2020

**CITY OF AUSTIN**

Signature:



\_\_\_\_\_  
City of Austin  
Purchasing Office  
PO Box 1088  
Austin, TX 78767

Date: 12/30/2020

## Program Work Statement

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### Overview and Purpose

The City of Austin is providing funding to local school districts to partner with business to prepare caregiver meals and support economic recovery efforts as well as fill the gap of food insecurity created by COVID 19. Some of the costs for these expenses will be submitted by the City of Austin for reimbursement under the CARES Act.

### Statement of Work

Through this agreement with the Austin Public Education Foundation, dba Austin Ed Fund, the Austin Independent School District (Austin ISD) will partner with local vendors impacted by the COVID 19 pandemic to provide caregiver meals. Austin ISD projects serving up to 6,000 meals per day at a cost of \$5/meal for the months of May 2020 through September 2021. The AISD meal delivery program provides two meals per day for caregivers of AISD students at 22 sites. Starting mid August when school resumes, Austin Ed Fund projects to expand caregiver meals to at least 40 sites.

As of October 5, the model for meal delivery will adjust to align with the change for student curbside meal distribution. Effective Thursday, October 8, caregiver meals will be distributed on Thursdays, which will include 2 meals per day for up to 7 days per week (14 meals). Starting January 1, 2021, the caregiver meals will be distributed on Thursdays, which will include 2 meals per day for 4 days per week (8 meals) at 40 sites. The number of sites may change during the course of the program to align with AISD's student meal distribution, and the number of meals per week may be adjusted based on volume and cost projections. The Austin Ed Fund will provide the City of Austin the required documentation establishing the economic impact of the program on local vendors. Austin Ed Fund will demonstrate that local vendors would have had to dismiss staff or reduce staff hours without the Caregiver Meals program funding.

Meals for caregivers will be prepared by local, third party vendors and distributed at Austin ISD curbside and bus stop meal delivery sites. Caregiver meals will be available only to the adults accompanying children or with documentation of the children they are picking meals up for. If the parent does not have documentation, the child must be present to receive a meal. To maintain a safe physical distance, at curbside sites, caregivers will tape the documentation to their car window or dash so staff may review through the glass. At bus stops sites, parents will place the documentation on the table for staff to review. Staff will wear masks and gloves at all times.

Changes may be made to this Work Statement based on need and when mutually agreed upon between Austin Ed Fund and Austin Public Health in writing.

The total contract amount is \$8,089,078, which is approximately 1,617,815 caregiver meals. Austin Public Education Foundation will submit payment requests every two weeks based on actual expenses incurred and paid the previous two weeks. As of December 21, 2020, the agency has billed APH \$4,189,078. The difference between the amount already billed and the total will be charged during the remaining contract period.

### Contract Deliverables

| Deliverable Description | Due | Supporting Documentation Required | Payment Amount | Fund % |
|-------------------------|-----|-----------------------------------|----------------|--------|
|-------------------------|-----|-----------------------------------|----------------|--------|

**Program Work Statement**

|   |  |            |  |            |      |
|---|--|------------|--|------------|------|
| 1 | A. Economic Recovery<br>B. Distribution Sites<br>C. Safety Protocols | 05/26/2020 | A. Brief summary of all local vendors that will provide caregiver meals. Summary must include quantitative and verifiable information establishing the funding the local vendor receives from the Economic Recovery and Caregiver Meal Distribution contract is enabling the local vendor to retain staff that would otherwise have to be dismissed or experience a decrease in income due to a lack of funding. The summary should include at minimum.<br>- # of employees prior to COVID-19<br>- negative financial impact of COVID-19<br>- anticipated financial impact of AISD Economic Recovery and Caregiver Meal Distribution contract.<br>B. List of all schools where caregiver meals will be distributed including percentage of students eligible for SNAP benefits based on most recent report.<br>C. Policy and Procedures for safe meal distribution | 140,000.00 | 3.34 |
| 2 | A. Insurance<br>B. Reconciliation<br>C. New expenses                 | 06/03/2020 | A. Certificate of Insurance with required coverages<br>B. Reconciliation of the expenses paid with the original \$140K with number of caregiver meals provided by campus<br>C. Invoices for additional expenses not covered by the \$140K with number of caregiver meals provided by campus  | 141,400.00 | 3.38 |
| 3 | New expenses for the week of June 1st to June 5th                    | 06/10/2020 | For the week of June 1st to June 5th<br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided by campus.   | 155,965.00 | 3.72 |
| 4 | New expenses for the week of June 8th to June 12th                   | 06/17/2020 | For the week of June 8th to June 12th<br><br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided by campus.  | 136,200.00 | 3.25 |
| 5 | New expenses for the week of June 15th to June 19th                  | 06/24/2020 | For the week of June 15th to June 19th<br><br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided by campus.   | 133,200.00 | 3.18 |
| 6 | New expenses for the week of June 22nd to June 26th                  | 07/01/2020 | For the week of June 22nd to June 26th<br><br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided by campus.   | 129,800.00 | 3.10 |

**Program Work Statement**

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| 7  | New expenses for the week of June 29th to July 3rd  | 07/08/2020 | For the week of June 29th to July 3rd<br><br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided by campus.  | 123,300.00 | 2.94 |
| 8  | New expenses for the week of July 6th to July 10th  | 07/15/2020 | For the week of July 6th to July 10th<br><br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided by campus.  | 0.00       | 0.00 |
| 9  | New expenses for the week of July 13th to July 17th   | 07/22/2020 | For the week of July 13th to July 17th<br><br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided by campus.   | 124,150.00 | 2.96 |
| 10 | New expenses for the week of July 20th to July 24th   | 07/29/2020 | For the week of July 20th to July 24th<br><br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided by campus.   | 121,440.00 | 2.90 |
| 11 | New expenses for the week of July 27th to July 31st   | 08/05/2020 | For the week of July 27th to July 31st<br><br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided by campus.   | 120,950.00 | 2.89 |
| 12 | A) New expenses for the week of August 3 to 7<br><br>B) Expenses for program administration | 08/12/2020 | For the week of August 3 to 7<br><br>A) Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided by campus.<br><br>B) Financial documentation of expenses incurred and paid for program administration (up to \$5000) | 124,847.00 | 2.98 |

**Program Work Statement**

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| 13 | A) New expenses for the week of August 10 to 14                | 08/19/2020 | For the week of August 10 to 14  | 119,150.00 | 2.84 |
|    | B) Updated Economic Recovery Impact Information, if applicable |            | A) Invoices for expenses incurred and paid   |            |      |
|    | C) Updated distribution sites                                  |            | Report with the number of caregiver meals provided by campus   |            |      |
|    |  |            | B) If there are changes or additions to the employees or hired workers at local vendors providing meals, provide a summary of the changes. Summary must include quantitative and verifiable information establishing the funding the local vendor receives from the Economic Recovery and Caregiver Meal Distribution contract is enabling the local vendor to retain staff that would otherwise have to be dismissed or experience a decrease in income due to a lack of funding. The summary should include at minimum<br>- # of employees prior to COVID 19<br>- negative financial impact of COVID 19<br>- anticipated financial impact of AISD Economic Recovery and Caregiver Meal Distribution contract |            |      |
|    |  |            | C) List of sites where caregiver meals distributed including percentage of students eligible for SNAP benefits based on most recent report for remainder of the program  |            |      |
| 14 | New expenses for the week of August 17 to 21                   | 08/26/2020 | For the week of August 17 to 21  | 204,350.00 | 4.88 |
|    |  |            | Invoices for expenses incurred and paid  |            |      |
|    |  |            | Report with the number of caregiver meals provided by campus.  |            |      |
| 15 | New expenses for the week of August 24 to 28                   | 09/02/2020 | For the week of August 24 to 28  | 180,600.00 | 4.31 |
|    |  |            | Invoices for expenses incurred and paid  |            |      |
|    |  |            | Report with the number of caregiver meals provided by campus.  |            |      |
| 16 | New expenses for the week of August 31 to September 4          | 09/09/2020 | For the week of August 31 to September 4   | 183,000.00 | 4.37 |
|    |  |            | Invoices for expenses incurred and paid  |            |      |
|    |  |            | Report with the number of caregiver meals provided by campus   |            |      |

**Program Work Statement**

|    |   |            |   |            |      |
|----|---|------------|---|------------|------|
| 17 | New expenses for the week of September 7 to 11  | 09/16/2020 | For the week of September 7 to 11<br><br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided per campus   | 130,500.00 | 3.12 |
| 18 | A) New expenses for the week of September 14 to 18<br><br>B) Economic Impact Update<br><br>C) Distribution Sites update | 09/23/2020 | For the week of September 14 to 18<br>A) Invoices for expenses incurred and paid Report with the number of caregiver meals provided by campus<br>B) If there are changes or additions to the employees or hired workers at local vendors providing meals, provide a summary of the changes. Summary must include quantitative and verifiable information establishing the funding the local vendor receives from the Economic Recovery and Caregiver Meal Distribution contract is enabling the local vendor to retain staff that would otherwise have to be dismissed or experience a decrease in income due to a lack of funding. The summary should include at minimum - # of employees prior to COVID 19 - negative financial impact of COVID 19 - anticipated financial impact of AISD Economic Recovery and Caregiver Meal Distribution contract<br><br>C) List of sites where caregiver meals distributed including percentage of students eligible for SNAP benefits based on most recent report for remainder of the program | 152,750.00 | 3.65 |
| 19 | New expenses for the week of September 21 to 25   | 09/30/2020 | For the week of September 21 to 25<br><br>Invoices for expenses incurred and paid<br><br>Report with the number of caregiver meals provided per campus  | 152,800.00 | 3.65 |
| 20 | New expenses for the week of September 28 to October 2  | 10/07/2020 | For the week of September 28 to October 2<br><br>Invoices for expenses incurred and paid<br><br>Report with number of caregiver meals provided per campus   | 152,600.00 | 3.64 |

**Program Work Statement**

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|----|--|------------|--|------------|------|
| 21 | A) New expenses for the week of October 5 to 9<br><br>B) Economic Impact Update                        | 10/14/2020 | A) For the week of October 5 to 9, Invoices for expenses incurred and paid, Report with the number of caregiver meals provided by campus.<br><br>B) If there are changes or additions to the employees or hired workers at local vendors providing meals, provide a summary of the changes. Summary must include quantitative and verifiable information establishing the funding the local vendor receives from the Economic Recovery and Caregiver Meal Distribution contract is enabling the local vendor to retain staff that would otherwise have to be dismissed or experience a decrease in income due to a lack of funding. The summary should include at minimum - # of employees prior to COVID 19 - negative financial impact of COVID 19 - anticipated financial impact of AISD Economic Recovery and Caregiver Meal Distribution contract | 96,600.00  | 2.31 |
| 22 | A) New expenses for the week of October 12 to 16<br><br>B) Updated insurance certificate and coverages | 10/21/2020 | A) For the week of October 12 to 16<br><br>Invoices for expenses incurred and paid<br>Report with number of caregiver meals provided per campus<br><br>B) Insurance COI  | 94,305.00  | 2.25 |
| 23 | New expenses for the week October 19 to 23   | 10/28/2020 | For the week of October 19 to 23<br><br>Invoices for expenses incurred and paid<br>Report with number of caregiver meals provided per campus   | 99,083.00  | 2.37 |
| 24 | New expenses for the week October 26 to 30   | 11/04/2020 | For the week of October 26 to 30 Invoices for expenses incurred and paid Report with number of caregiver meals provided per campus   | 172,270.00 | 4.11 |
| 25 | New expenses for the week November 2 to 6  | 11/11/2020 | For the week of November 2 to 6 Invoices for expenses incurred and paid Report with number of caregiver meals provided per campus  | 170,100.00 | 4.06 |
| 26 | A) New expenses for the week November 9 to 13<br><br>B) Updated COI                                    | 11/18/2020 | A) For the week of November 9 to 13 Invoices for expenses incurred and paid Report with number of caregiver meals provided per campus<br><br>B) Updated insurance certificate and coverages  | 170,100.00 | 4.06 |
| 27 | New expenses for the week November 16 to 20  | 11/25/2020 | For the week of November 16 to 20 Invoices for expenses incurred and paid Report with number of caregiver meals provided per campus  | 169,400.00 | 4.04 |

**Program Work Statement**

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|----|--|------------|---|------------|------|
| 28 | New expenses for the week November 23 to 27  | 12/02/2020 | For the week of November 23 to 27<br>Invoices for expenses incurred and paid<br>Report with number of caregiver meals provided per campus   | 105,000.00 | 2.51 |
| 29 | New expenses for the week November 30 to December 4  | 12/09/2020 | For the week of November 30 to December 4<br><br>Invoices for expenses incurred and paid<br>Report with number of caregiver meals provided per campus   | 168,000.00 | 4.01 |
| 30 | New expenses for the week December 7 to 11   | 12/16/2020 | For the week of December 7 to 11,<br>Invoices for expenses incurred and paid<br>Report with number of caregiver meals provided per campus   | 168,000.00 | 4.01 |
| 31 | Partial new expenses for the week of December 14 to 18   | 12/22/2020 | For the week of December 14 to 18,<br>Invoices for partial expenses incurred and paid, Report with the number of caregiver meals provided by campus.  | 49,218.00  | 1.17 |
| 32 | A) Amount remaining unbilled to APH for the week of December 14 through 18 (\$118,782)<br>B) New expenses and meals provided during December 21 through 30, 2020<br>C) Updated Economic Impact | 01/04/2021 | A) Report of number of meals provided by campus, and invoices for expenses incurred and paid for unbilled services provided December 14 through 18<br>B) Report of number of meals provided by campus, and invoices for expenses incurred and paid during December 21 through 30, 2020<br>C) If there are changes or additions to the employees or hired workers at local vendors providing meals, provide a summary of the changes. Summary must include quantitative and verifiable information establishing the funding the local vendor receives from the Economic Recovery and Caregiver Meal Distribution contract is enabling the local vendor to retain staff that would otherwise have to be dismissed or experience a decrease in income due to a lack of funding. The summary should include at minimum - # of employees prior to COVID 19 - negative financial impact of COVID 19 - anticipated financial impact of AISD Economic Recovery and Caregiver Meal Distribution contract | 0.00       | 0.00 |
| 33 | A) New expenses and meals provided during period January 4 through 15, 2021<br>B) Updated Certificate of Insurance   | 01/18/2021 | A) Report of number of meals by campus, and invoices of expenses incurred and paid during period January 4 through 15, 2021<br>B) Updated Certificate of Insurance  | 0.00       | 0.00 |
| 34 | New expenses and meals provided during previous two weeks, due on Monday following the 2 week reporting period starting on February 1, 2021 until September 13, 2021                           | 02/01/2021 | Report of number of meals provided by campus, and invoices of expenses incurred and paid for previous two weeks   | 0.00       | 0.00 |

**Program Work Statement**

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|----|--|------------|--|---------------------|---------------|
| 35 | <p>A) New expenses and meals provided during period September 13 through 30, 2021</p> <p>B) Economic Impact Update</p> <p>C) General Ledger(s) of all expenses incurred and paid throughout the contract period</p> <p>D) Final Report</p> | 09/30/2021 | <p>A) Report of number of meals by campus, and invoices for expenses incurred and paid during period September 13 through 30, 2021</p> <p>B) Total economic impact of the program, including changes or additions to the employees or hired workers at local vendors providing meals, provide a summary of the changes. Summary must include quantitative and verifiable information establishing the funding the local vendor receives from the Economic Recovery and Caregiver Meal Distribution contract is enabling the local vendor to retain staff that would otherwise have to be dismissed or experience a decrease in income due to a lack of funding. The summary should include at minimum - # of employees prior to COVID 19 - negative financial impact of COVID 19 - anticipated financial impact of AISD Economic Recovery and Caregiver Meal Distribution contract</p> <p>D) Final report including number of meals provided by campus and any other pertinent information</p> | 0.00                | 0.00          |
|    |  |            |  | <b>4,189,078.00</b> | <b>100.00</b> |